

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DED01413968
POSITION NO: 241753
POSITION TITLE: Contract Compliance Officer

DATE POSTED: 06/20/17
CLOSING DATE: 07/03/17

DEPARTMENT NAME / WORKSITE: DED/Navajo Nation Real Estate/St. Michaels, AZ
WORK DAYS: Mon-Fri REGULAR FULL TIME: ☒ GRADE/STEP: AB64A
WORK HOURS: 8am-5pm PART TIME: ☐ NO. OF HRS./WK.: \$ 40,414.40 PER ANNUM
SEASONAL: ☐ DURATION : \$ 19.43 PER HOUR
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Monitor, evaluate and enforce all business site lease terms and conditions through collections, obtaining insurance proceeds, enforcing the bond and processing business lease terminations and/or suit. Prepare scheduled reports, issue timely notice to lessees; prepare compliance reports and coordinate with Nations Regional Business Development Offices. Ensure certified chapters who are authorized to approve business leases comply with their management plans. Provide technical assistance to tribal programs and other entities on program related codes, laws, regulations, permits and fees; conducts field inspections to monitor compliance and follows up on corrective action for non-compliance issues. Consults with a variety of technical and/or professional specialists to obtain information; collects and analyzes information, data, reports and records, makes data, information available to attorneys for use in contract dispute inquiry/Office of Hearings and Appeals. Assist in and/or prepares oral presentations and required reports to interested individuals, local chapters or entities. Resource person regarding Business Site Lease interpretations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business or a closely related field; and two (2) years contract administration experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of application of Navajo Tribal Code, State, Federal Laws and regulations governing programs; knowledge of procurement and contracting policies and methods; Knowledge of business practices, general fund and cost accounting principles and practices; knowledge of generally accepted office procedures, equipment, including computers, financial/office application software; Skilled in interpreting labor laws, rules and regulations; Skilled in operating computer, standard office software including word processing, database and spreadsheet files; Skill in gathering, consolidating, analyzing facts and drawing conclusions; Skill in research and preparing complex technical reports; Skill in effectively, and clearly communicating complex technical concepts, orally and in writing; Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.